

**STATEMENT OF WORK
FOR
Excelsior College Credit Bank Transcript Service**

1.0 INTRODUCTION

ORGANIZATION/BACKGROUND: Section 808 of the FY01 National Defense Authorization Act (NDAA) requires the Secretary of Defense to ensure that GS-1102 series personnel, contracting officers and military in similar positions meet 24 semester credit hours of business education prior to assignment into the Contracting career field, effective 1 October 2000. Appendix F of the DAU Catalog (Meeting Acquisition Corps Education Standards) states that courses carrying American Council on Education (ACE) credit recommendations may only be used to meet the 24 semester hour requirement in business disciplines for contracting personnel and Acquisition Corps membership if those credit recommendations have been accepted by, and appear on, an official transcript (or comparable document) from an accredited institution of higher education.

The Civil Engineer Corps (CEC) officers in the Contracting career field have Baccalaureate degrees in Engineering and generally have 12 semester credit hours of business education. These officers have completed several DAU and NFACT courses that carry ACE credit recommendation for the business disciplines identified in Appendix F of the DAU Catalog.

Excelsior College offers a credit bank transcript service. This service consolidates all regionally accredited college-level academic records onto a single Excelsior College transcript. Excelsior College will grant credits for (successfully completed) DAU and NFACT courses based on ACE recommendations, and place these credits on an official college transcript. Excelsior will also grant credit for CLEP and any other ACE approved business and industry courses.

1.1 OBJECTIVE: This work is in support of the Defense Acquisition Workforce Improvement Act (DAWIA) and will enable acquisition workforce members in the Contracting career field to comply with Section 808 of FY 01 NDAA. Award of a Requirements contract with a base and four option years is anticipated.

1.2 PERFORMANCE: Certification by the Government of satisfactory services provided is contingent upon the contractor performing in accordance with the terms and conditions of the referred contract, the SOW, the approved negotiated proposal, and all associated amendments and/or modifications.

2.0 REQUIREMENT/DESCRIPTION OF WORK: Contractor is required to provide a Student Copy and an Official Copy of the Excelsior college transcript for approximately 1,000 NAVFAC government civilian and/or military employees who submit Excelsior College Credit Bank Applications via NFI.

Excelsior College also provides Excelsior College Examinations at no cost to **military members**. Therefore, those military members still not meeting the 24 hour business requirement after consolidation of NFACT and DAU courses may take Excelsior College Examination(s). These examinations provide 3 business credits each upon receipt of a passing grade. All military member's Excelsior College Credit Bank Transcript will be updated at no cost to NAVFAC when Excelsior College examinations have been successfully completed. This service is provided under the DANTES program and tests must be administered at a DANTES test site (found at most Navy Campus offices).

The contractor will provide the following deliverables for each Credit Bank Application received from NFI:

- One Student Copy of Excelsior College Transcript to student
- One Official Copy of Excelsior College Transcript to NFI
- Transcript Update (as required). Updates apply when one or more Transcripts or official score reports are submitted after the Initial transcript is issued. There is no charge for adding an Excelsior College Examination score to a Credit Bank Transcript.

2.1 EXPERTISE: Contractor personnel must have requisite skills and experience necessary to review all courses carrying ACE credit recommendation and provide credit on official transcript.

2.2 SUBJECT MATTER: Comprehensive working knowledge and experience specific to the significant features and functionality of the United States Government.

3.0 GOVERNMENT FURNISHED RESOURCES.

3.1 Facilities, Supplies and Services. None.

3.1.1 Information. For each applicant, the Naval Facilities Institute will provide a completed Excelsior College Bank Application along with an official Naval Facilities Acquisition Center for Training (NFACT) transcript. The NFACT transcript lists all DAU and NFACT courses carrying ACE credit recommendation, and is required for the review and consolidation of these courses on an official Excelsior Transcript. Also included in the application package will be a Request for Official Transcript for NFI.

4.0 CONTRACTOR FURNISHED RESOURCES.

4.1 Facilities, Supplies and Services. The contractor and his/her appointed personnel shall perform this work at a non-Government facility.

5.0 ADMINISTRATIVE CONSIDERATIONS.

5.1 GOVERNMENT CONTACTS.

Primary POC

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5.2 PLACE OF PERFORMANCE: Excelsior College, Albany, New York

5.3 TASK WORK HOURS. The contractor shall be available for the client when needed during Client's normal business hours. Overtime is not authorized.

5.4 PERIOD OF PERFORMANCE. Base year performance period is 13 Aug 03 through 12 Aug 04.

5.5 SECURITY AND PRIVACY. U.S. Citizenship is required, no security clearance required.

5.6 PERSONAL SERVICES. The client representative has been briefed on the avoidance of personal services and those actions that represent personal services. The client has determined that the use of the purchase order placed to satisfy the requirements of this task order is not being used to procure services prohibited by Subpart 37.1 of the Federal Acquisition Regulation (FAR).

5.7 GOVERNMENT REVIEW. The client representative shall formally review and inspect work for compliance with the SOW and associated proposals and to accept or reject data deliverables in a timely manner. Deliverables are required as outlined below:

Data Deliverables

- One student copy of Excelsior College Transcript (per applicant)
- One official copy of Excelsior College Transcript (per applicant)

- Transcript Update (if requested)

6.0 SPECIAL INSTRUCTIONS. None.